Army Civilian Record Brief

What is the Army Civilian Record Brief (CRB)?

The Army Civilian Record Brief is a one-page report of your critical human resources (HR) data. It contains information retrieved from the Defense Civilian Personnel Data System (DCPDS), which is the authoritative source of HR data for DOD civilian employees, and from other sources you may update yourself via online self-service applications. The basic steps to accessing your CRB are:

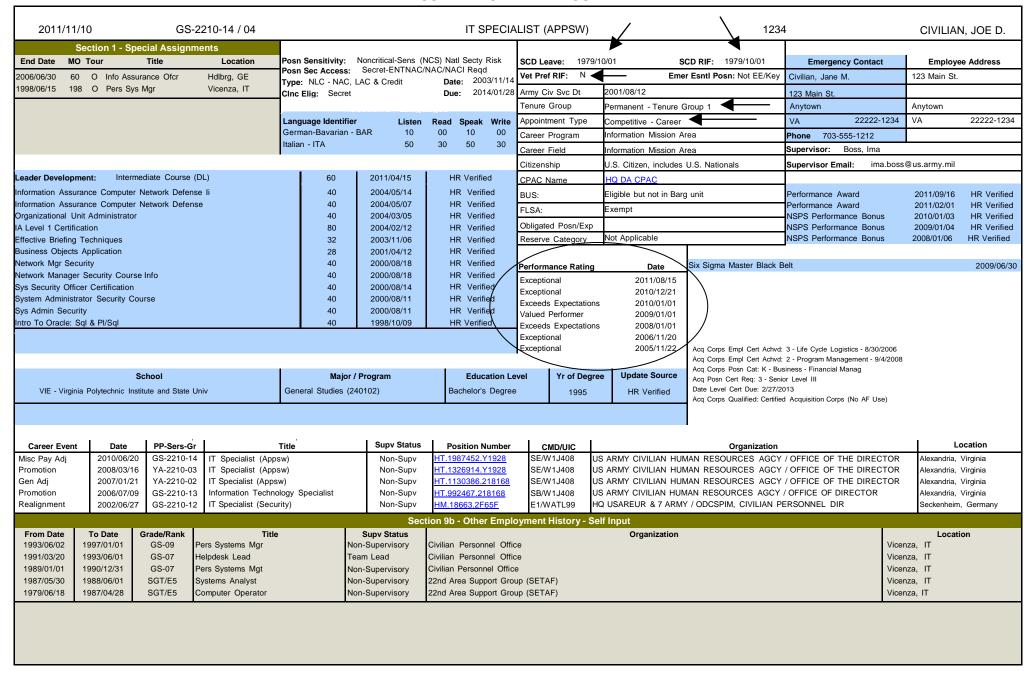
- 1. Navigate to the Army CPOL Portal page http://acpol.army.mil/
- 2. Click the CAC Employee Login, read the system access notice, and click OK.
- 3. Select your non-email digital certificate from the choices.
- 4. When the CAC dialog box appears, enter your CAC PIN, which will enable you to access the CPOL Portal home page.
- 5. From the CPOL Portal home page, click on the Employee Tab, and then click the "Go!" on the Employee Data portlet.
- 6. Once the Employee Data portlet appears, click on Civilian Record Brief (CRB) under the Self Service Applications.
- 7. You will be prompted to either:
 - a. *View My CRB*: This selection automatically generates your CRB using Adobe Reader. Once you see it displayed on the screen you may then view it online or save it as a file on your computer.
 - b. *Update My CRB*: This selection allows you to update Section 1, Section 9b and to choose which training instances to display in Section 6.

How do I update the information in my CRB? What does the data in each field represent?

Your information may be updated in a number of ways, depending on the section in the CRB. Each section of the CRB is also color coded to designate how the information may be updated. Descriptions of each field, explanations of the information they contain, and detailed update instructions can be found in the full User Guide, located at: http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf

- Blue shaded sections are updateable through the "Update My CRB" function in the CRB self-service application in the CPOL Portal. This is your information, input by you alone. A tan link at the bottom-left of the CRB will take you to the "Update My CRB" function.
- Tan shaded sections are updateable through the "Update My CRB" function in the CRB self-service application in the CPOL Portal. This is your information, input by you alone. A tan link at the bottom-left of the CRB will take you to the "Update My CRB" function.
- Supervisor and Supervisor email (Section 4): If your supervisor's name and email address
 are incorrect or display "Data Update Needed," please send the following link (or its contents)
 to your immediate supervisor and ask them to follow the simple instructions:
 http://cpol.army.mil/docs/SSPH Quick Guide.pdf
- Home Address (Section 4): This is your personal home address as reflected in DCPDS. It originates from your payroll record, which is found in the Defense Civilian Payroll System (DCPS). If your mailing address is incorrect, you may update it via self-service at https://mypay.dfas.mil/mypay.aspx. Log in, and then select Correspondence Address under the header "Pay Changes" to update your home address. This update will flow to DCPDS and be visible on your CRB within 48 hours.
- White sections are only updateable by Army Civilian HR Professionals. Please review the full CRB User's Guide for instructions on how to submit a Helpdesk Ticket to request data corrections: http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf.

US ARMY CIVILIAN RECORD BRIEF



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